

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                      **SENIOR LIBRARIAN**

**DEPARTMENT:**                **LIBRARY**

**BASIC FUNCTION:**

Under general direction, performs work of considerable difficulty in planning, coordinating, and supervising a variety of library service programs; to supervise the work of library employees; and to do related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class are heads of major library divisions and administer a variety of special programs, resources, and services.

**KEY RESPONSIBILITIES:**

Plan, organize and direct a variety of library services, such as reference services, collections, technical services, genealogy, data base services, and children's programming.

Assist patrons in making effective use of library facilities by answering questions and helping them use the library's resources.

Supervise and assist in the selection and cataloging of library materials, performing a variety of other professional library work requiring a thorough knowledge of library materials and resources, and participate in the preparation of reference materials lists and bibliographies.

Supervise personnel in all phases of library services such as the charging and discharging of materials, recording of and collection of fines, and maintenance of shelving.

Read books and prepare book reviews.

Respond to citizen requests for information.

Represent the City Library in the community and at professional meetings as required.

Assist in providing a variety of staff assistance services to the Assistant Library Director, Library Director, Library Board of Trustees, Friends of the Library, and others such as the preparation of written reports and oral presentations, complex analysis regarding library service and personnel policies, and similar work.

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Coordinate library-related activities with other City Departments and divisions, and with outside agencies as assigned.

**REPORTING RELATIONSHIPS:**

Position reports to the Assistant Library Director or to a Principal Librarian.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of professional library work.

Use of standard tools and practices in processing library materials.

Standard reference materials.

Principles of supervision and public relations.

**Ability to:**

Communicate clearly and concisely, orally and in writing.

Perform technical library tasks.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Select, supervise, train and evaluate staff.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of professional library work experience, preferably including some prior library supervisory experience. Completion of a Masters of Library Science degree from an American Library Association accredited library school.